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ABSTRACT

With the growing popularity of comprehensive guidance and counseling programs in the schools, school personnel need model programs to guide them. An annotated list of suggested resources, designed to assist schools in the selection of materials to support comprehensive counseling and guidance programs, is provided here. All of the materials have been carefully reviewed and endorsed by counselors. For each listing, three icons are used to represent the format, area of counseling, and grade level. When the resource consists of print material only, the book icon is used. A video icon indicates video resources and a kit icon is used when more than one type of material is used. Materials that cover career resources include information about course requirements, post-secondary institutions, career path planning, and job hunting. Educational resources provide information about student placement, promotion or achievement, learning strategies, and study and test-taking skills. Personal and social development resources deal with self-esteem, social skills, relationships, conflict resolution, valuing diversity, personal loss, or other problems. Of the 168 annotations provided, 14 are series with several separate titles, 47 are kits, 28 are resources that address career development, 21 look at educational development, and 57 focus on personal/social development. A title index serves as a finding aid. (RJM)

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RESOURCES for Comprehensive Guidance & Counselling Programs

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An Annotated List for:

- Counsellors
- Teachers
- Administrators

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This document is intended for

Counsellors	✓
Administrators	✓
Teachers	✓
Librarians	✓
Student Services Personnel	✓

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Introduction

This annotated list of suggested resources is designed to assist schools in the selection of materials to support comprehensive counselling and guidance programs. All of the materials listed here have been carefully reviewed and endorsed by counsellors. This list is intended to be used with *"From Position to Program: Building a Comprehensive School Guidance and Counselling Program,"* a manual published by Alberta Education in 1995.

For each listing, three icons are used to represent the format, area of counselling and grade level. When the resource consists of print material only, the book icon is used. The video icon is used when the resource consists of a video and its instruction booklet. A kit icon is used when more than one type of material is used. Some kits include books, videos, audiocassettes, games, cards, and other activities. A list of components is provided for kits.

Career resources include information about course requirements, planning career paths, post-secondary institutes, and job-hunting. Educational resources provide information about student placement, promotion or achievement, learning strategies and study and test-taking skills. Personal and social development resources deal with self-esteem, social skills, relationships, conflict resolution, valuing diversity, personal loss or other problems, and other related topics. While there are resources for the three main areas of guidance and counselling, i.e., career, educational and personal/social, career development is a current thrust of Alberta Education. This area of focus is reflected in the government policy paper *Framework for Enhancing Business Involvement in Education* (May 1996) and will be an important goal in Alberta Education's future business plans.

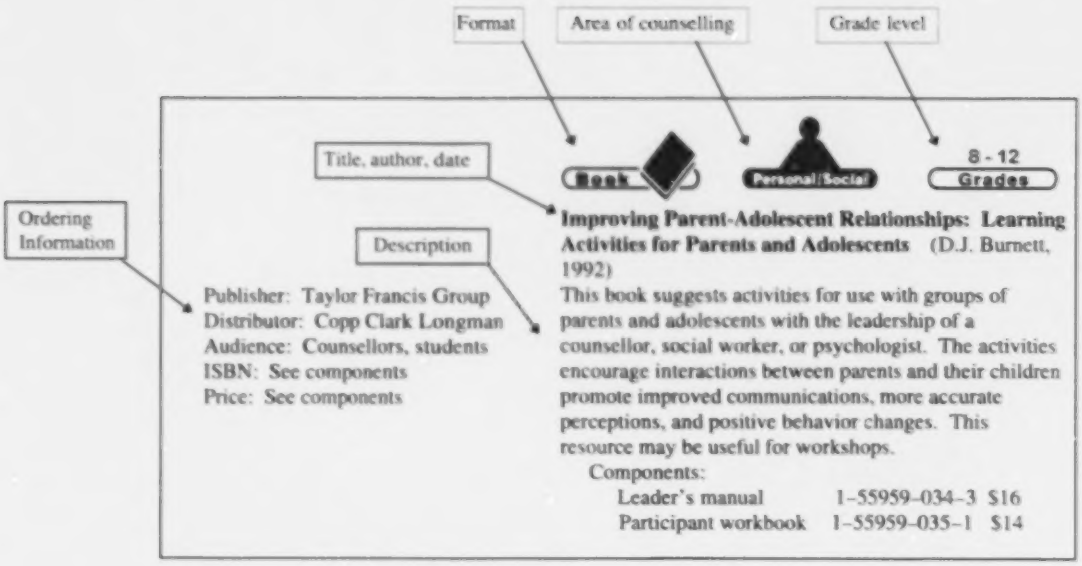
Of the 148 annotations in this list, 14 are series with several separate titles, and 47 are kits that contain several components. There are 28 resources dealing with career development, 21 on educational development, 97 on personal/social development, and two that pertain to all three domains of counselling and guidance programs.

In Alberta, school boards decide if schools will offer instruction on child abuse and then parents decide if their child will participate in classroom activities related to this topic. Consequently, Alberta Education's resources dealing with child abuse have been included in *Elementary Health Authorized Resources Annotated Resource List (1996).*

A list of distributors is provided at the end of this document. Since all prices are 1996 and are subject to change, please check with distributors regarding current costs.

> These suggested resources have been reviewed by school counsellors and additionally, have underdone an analysis by Alberta Education. The responsibility to evaluate these resources prior to selection rests with the user, in accordance with any existing local policy and the community served.

Sample Annotated Resource:


Format
Area of counselling
Grade level
Title, author, date
Book
Personal/Social
8 - 12 Grades
Ordering Information
Description
Improving Parent-Adolescent Relationships: Learning Activities for Parents and Adolescents (D.J. Burnett, 1992)
This book suggests activities for use with groups of parents and adolescents with the leadership of a counsellor, social worker, or psychologist. The activities encourage interactions between parents and their children promote improved communications, more accurate perceptions, and positive behavior changes. This resource may be useful for workshops.
Components:
Leader's manual 1-55959-034-3 $16
Participant workbook 1-55959-035-1 $14
Publisher: Taylor Francis Group
Distributor: Copp Clark Longman
Audience: Counsellors, students
ISBN: See components
Price: See components

Two final notes:

1. When annotations indicate that a resource is suitable for class or group work, teachers may wish to include it in instructional units (for example, in Health programs).
2. Some video titles are listed twice, both as individual items and as components of the curriculum modules developed by Sunburst Communications.

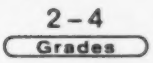
Elementary Learning Resources

ECS-Grade 6

Overview

The 36 resources in this section address two counselling domains and are in three formats:

Counselling Domains		Resource Formats	
	0		6
	2		24
	34		6
	36		36

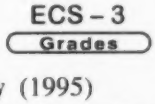


All About Anger (1991)

Audience: Counsellors, students
Producer/Distributor:
Sunburst Communications
ISBN: 1-5582-6954-1
Price: $95

Children are helped to understand anger and to deal with this powerful emotion. In the video, four segments each present a technique for dealing with an anger-provoking situation. The accompanying teacher's guide includes discussion questions, role-play guidelines and suggested activities. The material could be used in a classroom discussion or as a goal for the school.

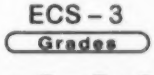
Video (15-minutes)
Teacher's guide
Reproducible activity sheets (9)
Words and sheet music for song "Stop and Think"



The Bear Family—Create a Family (1995)

Audience: Counsellors, students
Publisher: St. Luke's Family Care
Distributor: Koala Books of Canada
Catalogue No.: 990MC
Price: $44

This set of cards is a therapeutic tool designed for shaping a family sculpture and tapping into aspects of family life. Children manipulate illustrated bear cards on plastic bases as representatives of their own family members. An instruction booklet is included with the set of 45 laminated cards and 8 plastic card stands. Counsellors could use this resource for individual counselling or for role-playing in small groups (on issues such as loss, violence or family problems).



Building Self-Esteem with Koala-Roo Can-Do (L. Fendel, 1989)

Audience: Counsellors, teachers, students
Publisher: Scott Foresman and Co.
Distributor: HarperCollins Canada
Price: $20
ISBN: 0-673-38080-7

This text provides ideas and activities for developing a positive classroom atmosphere. Patterns and reproducibles include games, posters, clip art, borders, puppets and letters to parents. Some users may have concerns about the language used in referring to persons with disabilities.

Child Behavior Toolbox (1995)

Audience: Counsellors
Publisher/Distributor: Glenrose Rehabilitation Hospital
Price: $249 plus $3.50 for mailing

This computer database provides over 1400 strategies for teachers and parents. Seven topics are addressed: behavioural management, social skills, problem-solving skills, visual motor skills, attention, memory and social-emotional adjustment. The four 3.5 inch disks require the use of an IBM PC386DX or higher (486 recommended), DOS 3.1, Windows 3.1 or higher, 4MB of RAM (6 recommended), 3.5" high density disk drive and a hard disk with 6 MB of free space, VGA, mouse. The software comes with a user's guide. This package could be used in the development of Individualized Program Plans or to provide information on classroom management.

Creative Conflict Resolution: More than 200 Activities for Keeping Peace in the Classroom (W.J. Kreidler, 1984)

Audience: Counsellors, students
Publisher: Scott Foreman and Co.
Distributor: HarperCollins Canada
ISBN: 0-673-15642-7
Price: $18

This 216-page book presents activities for enhancing tolerance and understanding regarding situations and issues that arise in classrooms. The strategies provided promote communication, positive emotional expression, cooperation and conflict resolution.

Daddy Doesn't Live With Us (1994)

Audience: Counsellors, students
Publisher/Distributor: Sunburst Communications
ISBN: 0-7805-4143-X
Price: $95

This program which is designed to help children deal with separation and divorce, emphasizes that these events are not their fault and suggests ways of dealing with sadness. The teacher's guide provides suggestions for discussion and related activities, and use of the worksheets. Counsellors may find this resource useful for individual or small group counselling, or in classroom instruction.

Components:
- Video (13-minutes)
- Teacher's guide
- Reproducible activity sheets (12)

EARS (Early Approaches to Reading Skills) (1982-1995)

Audience: Counsellors, students
Publisher: Phoenix Learning Resources
Distributor: Gage Educational Publishing
ISBN: See components
Price: See components

This auditory comprehension program is designed to teach listening and pre-reading skills. Twenty stories are presented on tape. Comprehension questions, in the form of lessons and coloured worksheets, are included in the student handbook. The teacher's handbook suggests activities and provides directions for using the worksheets. This resource could be used with small or large groups. Speech pathologists and teachers of students with learning disabilities may find this material useful.

Components:

Student handbook	0–7915–1340–8	$18
Teacher's handbook	9151–341–6	$14
Audiocassettes (10)	0–7915–1462–5	$192

Everybody's Different (1994)

Audience: Counsellors, students
Publisher/Distributor: Sunburst Communications
ISBN: 0–7805–4164–2
Price: $95

In this resource, diversity of race and ethnic background are discussed, and differences among individuals are presented as normal and valuable. Useful for classrooms or small group discussions.

Components:

- Video (14-minutes)
- Audiocassette, song and music
- Teacher's guide
- Student activity sheets (7 reproducible worksheets; sheet music)

Everyone Gets Scared Sometimes (1993)

Audience: Counsellors, students
Publisher/Distributor: Sunburst Communications
ISBN: 0–7805–4099–9
Price: $95

This kit provides a variety of materials to help young children understand the forms and uses of fear as well as possible strategies for controlling it. The video shows children feeling "scared" in a variety of situations. Discussion questions, role plays, a song, worksheets and other activities are provided to extend the concepts being presented.

Components:

- Video (17-minutes)
- Teacher's guide
- Audiocassette, song with and without words
- Student worksheets (8)

Feelings Are Real — Group Activities for Children
(1991, K. Lane)

Audience: Counsellors, students
Publisher: Taylor Francis Group
Distributor: Copp Clark Longman
ISBN: See components
Price: See components

Appropriate group activities for elementary students in two age levels: primary (Grades 2–3) and intermediate (Grades 4–6). The purpose of the activities is to teach children constructive ways of dealing with their feelings.

Components:

Leader manual	15595–9014–9	$16
Primary workbook	15595–9015–7	$9
Intermediate workbook	15595–9016–5	$9

Getting Along: A Program for Developing Skills in Cooperation, Caring for Others, Critical Thinking, and Positive Conflict Resolution: Teacher's Materials (1990)

Audience: Counsellors, students
Publisher: American Guidance Service
Distributor: Psycan
Order No.: 04689
Price: $385

The topic cards present 10 common behaviour problems: teasing, bossiness, bullying, overcompetitiveness and poor sportsmanship, selfishness, fighting, violent play, intolerance, disrespect for others' property and disrespect for public property. Through more than 100 activities (recognizing, learning, practising, doing, teaching others and singing), students learn why such behaviour is discouraged. The teacher's guide provides instructions for the activities and music for the songs on the audiocassette. Level 1 is suggested for ECS–1; Level 2 pertains to Grades 2–4. These materials could be used in individual sessions or in the classroom.

Components:

- Teacher's guide
- Student activity sheets, Level 1 (blackline masters)
- Student activity sheets, Level 2 (blackline masters)
- Topic cards (10)
- Posters (10)
- Audiocassette (10 songs by Rita Abrams, one on each topic)

ECS – 2 Grades

I Am Special: A Self-Esteem Game (1993)

Audience: Teachers, students
Publisher/Distributor:
Sunburst Communications
ISBN: 0-7805-4122-7
Price: See description

Children learn to value their own uniqueness and appreciate their skills and accomplishments while they are having fun with others. The components of this game include a board, a die, six playing pieces, 19 compliment cards, nine action cards, seven blank cards, 37 fill-in-the-blanks cards, a direction sheet and a teacher's guide. This resource, which could be used in ECS centres with groups of two to six children, can be purchased as a single game or a package of four games:

No. 2443-MB (1 game) $ 49
No. 2454-MB (4 games) $175

2 – 4 Grades

I Can Do It: Taking Responsibility (1992)

Audience: Counsellors, students
Publisher/Distributor:
Sunburst Communications
ISBN: 0-7805-4072-7
Price: $95

These materials promote awareness of what constitutes responsible behaviour and encourage independent decision-making. The video shows children in various situations that require them to be responsible for their actions. Discussion questions, role plays and worksheets are provided to extend the concepts being presented.

Components:
- Video (11-minutes)
- Teacher's guide
- Student worksheets (8)

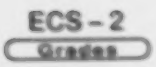
2 – 4 Grades

I Can Make Good Choices (1995)

Audience: Counsellors, teachers, students
Publisher/Distributor:
Sunburst Communications
ISBN: 0-7805-4174-X
Price: $95

Children learn the steps involved in making a decision: understanding the options, predicting the outcomes and living with the consequences. The teacher's guide provides guidelines and questions for classroom discussion, suggested related activities and instructions for using the accompanying activity sheets. This resource could be useful for small groups or for the whole class.

Components:
- Video (17-minutes)
- Teacher's guide
- Student worksheets (8)

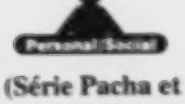


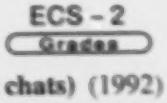
I'm So Frustrated (1994)

Audience: Counsellors, students
Publisher/Distributor:
Sunburst Communications
ISBN: 0-7805-4166-9
Price: $95

A variety of materials teach young children about their feelings by supplying strategies for dealing with and overcoming frustration. The teacher's guide provides questions and guidelines for discussion as well as instructions and suggestions for related activities. These materials would be useful for classroom instruction or with small groups.

Components:
- Video (20-minutes)
- Teacher's guide
- Audiocassette, song with and without words
- Reproducible activity worksheets (7)
- Sheet music for song, "When You Feel Frustrated"





Kitty Cat Series (Série Pacha et les chats) (1992)

Audience: Teachers, students
Producer: Prisma Productions
Distributor: The Multimedia Group of Canada
Price: Videos can be purchased separately, for $75 each

Using puppet characters, this series of 20 VHS videos demonstrates solutions to the problems faced by preschoolers and young elementary students. Each video is also available in French. Each title can be purchased separately.

Components:

Charlie's Nightmare (Le cauchemar de Pacha) 4469A-01
Theme: Dealing with nightmares

Charlie's Drawing (Le dessin de Pacha) 4469A-02
Theme: Perseverance

The Band (La fanfare de Pacha) 4469A-03
Themes: Music; resourcefulness, cooperation

Flap's Birthday (L'anniversaire d'Igor) 4469A-04
Theme: Special occasions

Queen Tango (La reine Cali) 4469A-05
Theme: Games and disguises

Charlie and the Fleas (Pacha et les poux) 4469A-06
Theme: How to deal with rejection

Ricky and the Xylophone (César et le xylophone) 4469A-07
Themes: Learning to play a musical instrument; perseverance

Charlie's Hat (La casquette de Pacha) 4469A-08
Being different and accepting it

Scared of the Dark (César a peur du noir) 4469A-09
Themes: Dealing with darkness; learning self-discipline

Eugene's Frog (La grenouille d'Eugène) 4469A-10
Theme: Having a pet

Charlie's Fine Character (Le bon caractère de Pacha) 4469A-11
Theme: Perseverance in spite of difficulties

Ricky Doesn't Want to Grow Up (César ne veut pas grandir)
4469A-12 Themes: Birthdays; accepting changes

Kitty Cat Series (Série Pacha et les chats) (Continued)

Not Bedtime Yet! (Trop tôt pour dormir) 4469A–13
Theme: Accepting the consequences of one's actions
Ricky the Turtle (César la tortue) 4469A–14
Theme: Each at his own speed
Quiet! (Silence) 4469A–15
Theme: The need for concentration
Charlie Moves (Pacha déménage) 4469A–16
Themes: Not letting yourself be overwhelmed; respecting others
The Night before Christmas (C'est la veille de Noël) 4469A–17
Theme: Special occasions and anticipation
Mousey's Grey Christmas (Le Noël gris de Missouri) 4469A–18
Theme: Presents
The Day After Christmas (C'est le lendemain de Noël) 4469A–19
Theme: Imagination and stories
The Carnival (Le carnaval) 4469A–20
Themes: Being open to the unknown; the joy of celebrating

Learning II Series: The Good Sport Game (2nd Edition) (1992)

Audience: Counsellors, students
Producer: Alfred Higgins Productions
Distributor: Omega Films
Order No.: 2-0146
Price: $202

This 13-minute video addresses the reasons behind good sportmanship and the differences between being a good sport and a poor sport. A one-page study guide supplies some suggestions for discussion questions and follow-up activities.

Let's Be Friends (1994)

Audience: Counsellors, students
Publisher/Distributor:
Sunburst Communications
ISBN: 0-7805-4145-6
Price: $95

These materials are designed to help children develop social skills for making and maintaining friendships. The video shows children actively trying to make friends, getting along with friends and having more than one friend. Discussion questions, role plays, songs, worksheets and other activities are provided to extend the concepts being presented.

Components:
- Video (13-minutes)
- Teacher's guide
- Student worksheets (8)
- Sheet music for two songs: "Let's Be Friends" and "That's What Friends Are For"
- Audiocassette, two songs, vocal and instrumental versions

My Friends and Me (1992)

Audience: Counsellors, students
Publisher/Distributor:
Sunburst Communications
ISBN: 0-7805-4073-5
Price: $95

This resource can be used to help children develop social skills for forming and maintaining friendships. The video promotes understanding of various aspects of friendship: taking the first step, styles of friendship, acting like a friend, sharing and building trust in close relationships. Discussion questions, suggestions for role plays and worksheets are provided to further the concepts being presented. This material is suitable for classroom settings or small group counselling.

Components:
- Video (16-minutes)
- Teacher's guide
- Student activity sheets (8)

No Fair! (1995)

Audience: Counsellors, students
Publisher/Distributor:
Sunburst Communications
ISBN: 0-7805-4189-8
Price: $95

This kit is designed to teach children that fairness involves following rules and reaching compromises in order to respect the rights of all. The teacher's guide provides suggestions for viewing the video, listening to the "rap" theme song and using the activity sheets, as well as a send-home section. These materials could be useful for small groups or in classroom instruction.

Components:
- Video (12-minutes)
- Teacher's guide
- Audiocassette, vocal and instrumental
- Activity sheets (8 reproducible blackline masters)

No More Teasing (1995)

Audience: Teachers, students
Publisher/Distributor:
Sunburst Communications
ISBN: 0-7805-4168-5
Price: $95

These materials present effective strategies and behaviour changes young children can use to protect themselves from bullying or teasing. Teasing situations are resolved in positive ways leaving everyone's self-esteem intact.

Components:
- Video (14-minutes)
- Teacher's guide
- Student activity sheets (information sheets, 6 worksheets, certificate)

2 – 4 Grades

Oops! I Messed Up (1995)

Audience: Counsellors, teachers, students
Publisher/Distributor: Sunburst Communications
ISBN: 0–7805–4184–7
Price: $95

Having a method of coping with failure helps children to understand the nature of mistakes, adjust to their mistakes and able to try again. The teacher's guide provides related activities, guidelines, questions for discussion and instructions for using the accompanying activity sheets. These materials may be useful for small support groups.

Components:
- Video (22-minutes)
- Teacher's guide
- Student worksheets (8)

1 – 6 Grades

The Problem Solving Film (1988)

Audience: Counsellors, students
Producer: Alfred Higgins Productions
Distributor: Omega Films
Order No.: 2–0108
Price: $299

In this 18-minute video, a detective case is solved by children who use appropriate steps to solve problems. The video explains how critical thinking skills can be applied in the problem-solving process.

ECS – 2 Grades

A Rainbow of Feelings (1994)

Audience: Counsellors, students
Publisher/Distributor: Sunburst Communications
ISBN: 0–7805–4142–1
Price: $95

This kit helps young children learn about their feelings, recognize them, accept them, express them and respect the feelings of others. The teacher's guide provides questions and guidelines for discussion as well as instructions and suggestions for related activities. These materials would be useful for classroom instruction or with support groups.

Components:
- Video (15-minutes)
- Teacher's guide
- Audiocassette of instrumental music
- Reproducible activity worksheets (9)
- Artwork featured in the video
- Sheet music for the songs, "A Rainbow of Feelings" and "Tell Me, Tell Me"

Ready-to-Use Social Skills Lessons & Activities for Grades PreK–K (Edited by R.Weltmann Begun, 1995)

Audience: Counsellors, students
Publisher: The Centre for Applied Research in Education
Distributor: Prentice-Hall Ginn
ISBN: 0–87628–863–8
Price: $29

This spiral-bound book is a collection of 50 lesson plans with reproducible activity sheets and a family training booklet. The goal is to help children build self-esteem and learn social skills. This book is part of a series that focuses on reducing interpersonal violence and solving controversies amicably. The material could be used for small groups or individual counselling, or as a teacher resource.

Relaxation for Children (J. Rickard, 1994)

Audience: Counsellors, teachers, children
Publisher: The Australian Council for Educational Research
Distributor: Koala Books of Canada
ISBN: 0–86431–148–6
Price: $30

This book, which provides a 10-session program for teaching children how to relax, uses the concepts of body harmony and one's "own space". Activities for the home and ideas for holding a parent information workshop are also provided. The book contains masters for overhead transparencies and workbook pages for children.

Say No and Mean It (1991)

Audience: Counsellors, students
Publisher/Distributor: Sunburst Communications
ISBN: 0–7805–4017–4
Price: $95

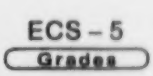
The video shows children making decisions about situations common to their age group and using assertive techniques. Discussion questions, role play ideas and student worksheets are included. These materials can be used with small groups or in the classroom.

Components:
- Video (17-minutes)
- Teacher's guide
- Student activity sheets (6)
- Words and sheet music for song, "Say 'No' and Really Mean It"

Self-Esteem: A Classroom Affair (Volume 1) — 101 Ways to Help Children Like Themselves (M. & C. Borba, 1978)

These practical classroom materials and exercises will help to produce an environment conducive to good self-esteem. Included are patterns and reproducibles for use by teachers.

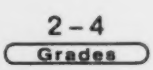
Audience: Counsellors, teachers, students
Publisher: Scott Foreman and Co.
Distributor: HarperCollins Canada
ISBN: 0–673–36117–9
Price: $19



Self-Esteem: A Classroom Affair (Volume 2) — More Ways to Help Children Like Themselves (M. & C. Borba, 1982)

This second volume provides additional activities for the classroom. The focus is on making children feel good about themselves, and developing their talents and social skills. Reproducibles and patterns are included. Some users may be concerned about the language used to refer to persons with disabilities.

Audience: Counsellors, students
Publisher: Scott Foreman
Distributor: HarperCollins Canada
ISBN: 0–673–36118–7
Price: $19



Self-Esteem: Curriculum Module: Grades 2–4 (1992)

This kit provides a wide range of materials appropriate for developing self-esteem in young children.

Components:

Student Videos:

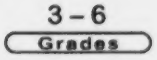
All About Anger
Feeling Good About Me
My Friends and Me
Getting Better at Getting Along: Conflict Resolution
No One Quite Like Me . . . Or You
Home Alone: You're In Charge

Staff Development Video:

Staff Development: Self-Esteem: Elementary Grades

Building Confidence: A Self-Esteem Game (board game)
Teacher's guide (183-page binder)
Activity sheets (35)
Activity cards (24)
Ungame cards (54)
What If? cards (28)
Family activities (14 sheets)
Posters (set of 4)
Carrying case

Audience: Teachers, students
Publisher/Distributor: Sunburst Communications
ISBN: 0–7805–4085–9
Price: $649



Solving Conflicts (1988)

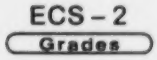
Audience: Counsellors, students
Producer: Churchill Media
Distributor: Visual Education Centre
Order No.: CMO 385
Price: $100

A group of 11-year-olds work things out and solve conflicts that flare up during efforts to finish the scenery for a school play. This 18-minute video could be used in small group sessions or in Health classes.

Songs for Peacemakers: Conflict Resolution Program K-3 (M. & M. Nass, 1993)

Audience: Counsellors, students
Publisher/Distributor: Educational Activities
ISBN: 0-7925-2703-8
Price: $50

Music is used to teach children how to resolve their conflicts peacefully. An audiocassette of 12 songs comes in a binder with 54 pages of lesson plans. The songs are: "Peacemakers," "Say Sorry," "Peace Rap," "Hands," "Bully," "Someday," "Heart," "Cool Off," "Tattle Tale," "Monster," "Nice Words" and "Solve It." This could be used as classroom coursework or with conflict resolution groups.



Stop Teasing Me (1995)

Audience: Counsellors, students
Publisher/Distributor: Sunburst Communications
ISBN: 0-7805-4188-X
Price: $95

This kit can be used in teaching children to recognize teasing, how to resist the temptation to tease, and specific strategies to use against teasing. The video presents three vignettes about teasing in different situations. Review questions, discussion questions, role play ideas, student worksheets and other suggested activities are also provided. These materials can be used with small groups or in the classroom.

Components:
- Video (13-minutes)
- Teacher's guide
- Student activity sheets (8)
- Audiocassette

Student Workshop: Solving Conflicts: Grades 2–5 (1994)

Audience: Counsellors, students
Publisher/Distributor:
Sunburst Communications
ISBN: 0–7805–4150–2
Price: $129

This kit (which comes in a 3-ring binder) is designed as a hands-on workshop. The video presents scenarios and focuses on the skills of getting the facts, listening, telling how you feel and brainstorming. Since conflict resolution is often very difficult to achieve, the techniques shown are not guaranteed to work. This resource should be used with other materials that portray people with disabilities and native people solving conflicts.

Components:
- Video (26-minutes)
- Teacher's guide
- Student worksheets

What Should You Do? Deciding What's Right (1992)

Audience: Counsellors, students
Producer: Ethics Resource Center
Distributor:
Sunburst Communications
ISBN: 0–7805–4095–6
Price: $149

This video consists of five short vignettes that present situations in which moral decisions must be made. These scenarios are intended to stimulate the discussion of moral virtues such as honesty, integrity, fairness, responsibility, kindness and compassion. The 27-minute video comes with a teacher's guide that includes discussion guides and worksheets. The material could be used for small group sessions, classroom discussion, or peer support training.

You Can Choose Series (1992)

Audience: Teachers, students
Producer: Live Wire
Distributor: Canadian Learning Co.
Order No.: See Components
Price: $74 each

This series of nine videos is designed to help children develop healthy self-esteem and positive life skills, and empower them to make good choices for themselves. Each video presents an episode in which a character makes a difficult choice.

Components:

Videos: *Appreciating Yourself* (28-minutes) # 5–2167
Asking for Help (25-minutes) # 5–2168
Being Friends (28-minutes) # 5–2169
Being Responsible (25-minutes) # 5–2160
*Cooperation** (28-minutes) # 5–2161
Dealing with Feelings (28-minutes) # 5–2159
Doing the Right Thing (28-minutes) # 5–2165
Dealing with Disappointment (28-minutes) # 5–2166
Resolving Conflict (28-minutes) # 5–2170

* Some users may have concerns about racial or ethnic stereotyping in this video.

Secondary Learning Resources

Junior High (Grades 7 – 9)

Senior High (Grades 10 – 12)

Overview

The 61 resources in this section address three counselling domains and are in three formats:

Counselling Domains		Resource Formats	
	23		32
	11		11
	27		18
	61		61

The ACCC Directory of Canadian Colleges and Institutes — Répertoire ACCC des collèges et instituts Canadiens (1992)

This directory provides information in both English and French about Canadian colleges and institutes in locations spanning the provinces and territories. A profile of each institute includes admission requirements, application procedures, tuition fees, financial aid, student life and a description of programs. This information is useful for high school students who are making decisions about post-secondary education.

Audience: Counsellors, students
Publisher/Distributor: Irwin Publishing
ISBN: 0-7725-1930-7
Price: $27

Affective Self-Esteem — Lesson Plans for Affective Education (K. Krefft, 1993)

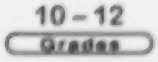
This book provides 21 lesson plans for building adolescent self-esteem through affective education. A theme of "magic" is used to promote awareness of emotions and how they can be used to prevent low self-esteem, suicide and drug and alcohol abuse.

Audience: Counsellors, teachers
Publisher: Taylor Francis Group
Distributor: Copp Clark Longman
ISBN: 15593-048-3
Price: $23

Break the Code of Silence: Save A Life! (1994)

Teenagers appeal to others to break the playground code of silence when a problem could endanger someone's life. Dramatizations show the permanence of the consequences and the volatility of situations, especially those involving weapons, suicide and date rape. Information is provided about deciding if a friend is serious about suicide, empowering friends to communicate information to the proper people and specific methods of informing authorities. This 18-minute video, with a one-page study guide, is recommended for whole-class viewing.

Audience: Counsellors, students
Producer: Alfred Higgins Prod.
Distributor: Omega Films
Order No.: 2-0164
Price: $248



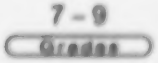
The Business of Listening: A Practical Guide to Effective Listening

Audience: Counsellors, students
Publisher: Crisp Publications
Distributor: Reid Publishing
ISBN: See components
Price: See components

This kit provides a program for helping people improve their personal productivity by becoming better listeners. Four key elements of good listening are given as well as ten tips for listening effectively. These materials could supply information for high school coursework or peer support training.

Components:

- Student text (by D. Bone, 1994) 1–56052–286–0 $ 14
- Video/book program: 1–56052–050–7 $ 495
  - Leader's guide (Revised Ed.) (S. Burke, 1991)
  - Video (20-minutes)



Career Explorations Series (1992)

Audience: Counsellors, students
Publisher: Copp Clark Pitman
Distributor: Copp Clark Longman
ISBN: See components
Price: See description

This series is designed to provide a foundation for a program in career education and educational planning. Twelve different hard-cover books, ranging in length from 32 to 48 pages, provide information about a number of vocations. The teacher's manual, which is three-hole punched, contains 120 activities with 10 specifically related to each of the other books. The activities allow students to independently research careers. These books can be purchased separately as indicated below or as a set for $50.

Components:

Career Explorations (Teacher's manual)	0–7730–5200–3	$25
Looking Ahead	0–7730–5086–8	$ 9
Making Choices	0–7730–5066–3	$ 9
Serving the Public	0–7730–5084–1	$ 9
Working in Health Care	0–7730–5082–5	$ 9
Working with Machines	0–7730–5074–4	$ 9
Working with Math	0–7730–5070–1	$ 9
Working with People	0–7730–5080–9	$ 9
Working with Plants and Animals	0–7730–5078–7	$ 9
Working with Sounds and Images	0–7730–5072–8	$ 9
Working with Tools	0–7730–5076–0	$ 9
Working with Words	0–7730–5068–X	$ 9
The World of Work	0–7730–5064–7	$ 9

Career Exploration System (W. Stone & L. McCloskey, 1993)

Audience: Counsellors, students
Publisher:
American Guidance Services
Distributor: Psycan
Order No.: 02635
Price: $39

This program for students is built around a set of 15 exercises, each of which deals with a facet of career awareness, development or exploration. The leader's guide contains the exercises, directions for implementing them and appendices with additional tips, suggestions and blackline masters. The participant's booklet includes the exercises and directions for completing the activities. This resource could be used in classroom coursework or as a library reference book.

Components of the Preview Package:

Leader's guide (111-page, coil-bound book)
Participant's book (89 pages)

Career Success: The Canadian Guide (S. Whelan, 1993)

Audience: Counsellors, students
Publisher/Distributor: Harcourt, Brace & Company Canada
ISBN: 0-7747-3238-5
Price: $10

Looking for work involves both an understanding of the world of work and self-assessment. This 137-page guide provides strategies that can be used to assist job hunters through a career decision-making process. Topics addressed include mapping out career plans and actual job campaigning. Sample inventories, letters, interview questions and résumés are included in the appendices.

Career Workbook Series Books 1–5 (J. Nixon & K. Kokoski, 1985/1990)

Audience: Counsellors, students
Publisher/Distributor:
Guidance Centre, OISE
ISBN: See components
Price: See components

This series of workbooks provides a step-by-step guide for making decisions about plans for the future. The steps are: knowing oneself; knowing the various occupations; evaluating and selecting occupations; choosing educational routes and planning a job search. These resources are useful for helping individuals in making career path choices.

Components:

Who Am I? Career Workbook #1	0-7713-0172-3	$4
Different Occupations–Different Satisfactions: Career Workbook #2	0-7744-3016-8	$4
The Job for Me: Career Workbook #3	0-7713-0176-6	$4
Preparing for the Job: Career Workbook #4	0-7744-3018-4	$4
Getting the Job: Career Workbook #5	0-7713-3019-2	$5

Careers for the Future (J. Ross, 1992)

This 88-page book on future career options and opportunities features interviews with 77 professionals in three categories of work environments: working with people, data and ideas or things. This resource could be used as part of classroom coursework or as a library reference book.

Audience: Counsellors, students
Publisher/Distributor:
D.C. Heath Canada
ISBN: 0-669-95346-6
Price: $11

Careers in Perspective: Nursing (1991)

This 29-minute video provides information about access to the nursing field as well as the interests and personal qualities, skills and abilities needed by nurses. The teacher's guide summarizes the program and provides discussion questions, a fast sheet and suggested follow-up activities.

Audience: Counsellors, students
Producer: Golden Coast Films
Distributor:
Sunburst Communications
ISBN: 0-7805-4101-4
Price: $149

Collaborative Discipline for At-Risk Students: A Complete Step-by-Step Activities Program for Grades 7–12 (G. Byers, 1994)

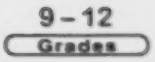
This book provides activities that teach cooperation and communication among students. It includes guidelines, directions and material for the establishment of a peer support program in secondary schools. Activities on career directions and understanding one's self may be appropriate for coursework.

Audience: Counsellors, teachers
Publisher: The Centre for Applied Research in Education
Distributor: Prentice-Hall Ginn
ISBN: 0-87628-122-6
Price: $26

Communication Skills that Work: A Functional Approach for Life and Work: Book Two (E. Romanek, 1991)

This 153-page book provides strategies for strengthening communication skills: effective speaking, listening and corresponding. These strategies are presented in 17 lessons that focus on skills such as asking questions, giving directions, telephoning, participating in meetings and completing complex writing tasks. This resource may be useful for groups or individuals who need to develop communication skills.

Audience: Counsellors, students
Publisher: Contemporary Books
Distributor: Fitzhenry & Whiteside
ISBN: 0-8092-4121-8
Price: $12



Conflict Resolution: Curriculum Module: Grades 9–12 (1993)

This kit for teens and young adults examines the dynamics of conflict and the feelings behind conflict. Reference is made to issues such as drinking, drugs, violence and sexual intimacy, where conflict resolutions skills may be needed to assert one's wishes and protect one's rights.

Components:

Student videos:

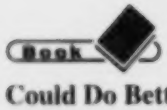
Conflict Resolution
Communication: The Person-to-Person Skill
For Teens: The Gentle Art of Refusal
Teen-Parent Conflict: Making Things Better

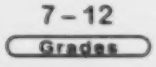
Staff Development Video:

Staff Development: Conflict Resolution: Grades 5–12

- Teacher's guide
- Activity cards (16)
- Role-play cards (24)
- Posters (4)
- Activity sheets (24 reproducible masters)
- Info cards (11)
- Image cards (6)
- Carrying case

Audience: Teachers, students
Publisher/Distributor:
Sunburst Communications
ISBN: 0-7805-4097-2
Price: $695

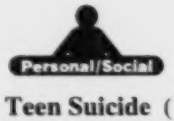


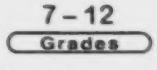


Could Do Better: Why Children Underachieve and What to Do About It (H. Mandel & S. Markus, 1995)

This hardcover book discusses the problems of underachievers and identifies six major types of underachieving personalities. The suggested strategies for understanding and dealing with these problems also foster parent/school cooperation. Recommended as a resource for parents.

Audience: Parents, Counsellors
Publisher/Distributor:
HarperCollins Canada
ISBN: 0-00-255291-4
Price: $26





David's Story: A Teen Suicide (1991)

School staff and students need to be aware of what they can do to prevent suicide among young people. The first part of this 28-minute video presents a series of flashbacks depicting a suicide victim. In the second part, myths about suicide are debunked and the warning signs and help available are pointed out. The teacher's guide lists facilities and resources for professional help, provides a questionnaire and suggests related discussion questions and activities. This resource could be used in small group counselling sessions, as classroom coursework material or for peer support training.

Audience: Counsellors, students
Producer/Distributor:
Sunburst Communications
ISBN: 1-5582-6964-9
Price: $189

Developing Self-Esteem: A Guide for Positive Success (Revised) (C. Palladino, 1994)

Audience: Counsellors, students
Publisher: Crisp Publications
Distributor: Reid Publishing
ISBN: 1–56052–261–5
Price: $14

Self-esteem is essential to success in personal life and in career development. This 114-page book provides advice and exercises on believing in yourself and others, and making what you want to happen come true. This book could be used as a reference or as a text in the classroom.

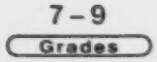
DISCOVER (MS/DOS Version 1.2) (1994)

Audience: Counsellors, students
Publisher/Distributor:
Nelson Canada
ISBN: See components
Price: Stand-alone $1500
Network $2000 (Discounts available)

Suitable for a DOS environment, *DISCOVER* is a computer-based career and educational planning and counselling program. The program consists of two paths: one provides information about occupational choices and educational programs that range from apprenticeships to graduate studies; the other supplements this information with specific counselling information for users, using interest and aptitude inventories to guide their decision-making. The counsellor or teacher can access up to 11 kinds of reports that track the progress of users. This resource could be used for individual career searches or in classroom coursework. It is available in French, as *Découverte*.

Components:

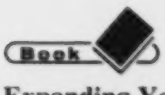
	Discover	*Découverte*
Seven 3.5 inch MS DOS diskettes		
Professional manual	17–603259–2	17–604563–5
User guide	17–603260–6	17–604565–1
Career planning guidebook	17–604638–0	17–604567–8
World of work map/poster	17–603275–4	17–604569–4
Discover system poster	17–603274–6	17–604568–6
Keyboard template	17–604276–2	17–604570–8
Annual software updates		

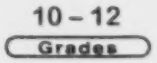


Discovering Science: Encouraging Women in Science and Engineering (1993)

Audience: Counsellors, students
Producer: University of Toronto Media Centre/Bellair Communications
Distributor: Media Centre Distribution
Price: See description

Exciting career choices in science and mathematics are available for girls as well as boys. This 22-minute closed-captioned video featuring interviews with well known scientists, Roberta Bondar and Helen Hogg, is designed to motivate girls to pursue careers in science. It makes them aware of the opportunities and dispels the stereotypes. The viewer's guide includes discussion suggestions, project suggestions and a resource list. This video is recommended as part of the career component of the junior high program. The cost is $69 per program or $1500 for unlimited duplication rights for 5 years.





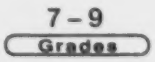
Expanding Your Horizons — A Career Guide (J. Misener & S. Kearns, 1993)

Audience: Counsellors, students
Publisher/Distributor: McGraw-Hill Ryerson
ISBN: See components
Price: See components

The suggested activities help students integrate classroom theory with learning experiences in the workplace. This resource explores the process and problems involved in becoming employed and maintaining employment. The teacher's resource has 194 pages and has been 3-holed punched; the student edition has 308 pages.

Components:

Student edition 0–07–551392–7 $25
Teacher's resource 0–07–551393–5 $48



Feeling Lost and Lonely Series (1994)

Audience: Counsellors, teachers
Publisher: American Guidance Service
Distributor: Psycan
Order No.: 018060
Price: $445 for the series or $75 each

This video series is designed to help students in middle/junior high understand how to cope with disappointment or loss in their lives. Personal stories dramatize the anxieties around situations of personal rejection, broken dreams, parents' divorce and death. The student videos have been recommended for use in the classroom.

Components:			Theme:
Student Videos:	*Making the Cut*	18061	*Dealing with Competition*
	Broken Dreams	18062	*Coping with Disappointment*
	If I Had a Wish	18063	*Death of a Friend*
	Fears of a Clown	18064	*Parents' Divorce*
	Struggling Artist	18065	*Economic Limitations*
Teacher's video:	*Teacher's Video*	18066	*Introduction for Presenters*
	Presenter's guides		

Feelings: The 3 R's — Receiving, Reflecting, Responding (J.A. Tindall & S. Salmon, 1993)

Audience: Counsellors, teachers
Publisher: Taylor Francis Group
Distributor: Copp Clark Longman
ISBN: 15595–9004–0
Price: $48

This resource presents ideas for assisting students in the recognition, exploration and expression of feelings. In binder format, it includes illustrations and pages that can be used as a flip chart. Recommended for classroom use.

Focus: A Social-Emotional Skills Development Program (Grades 7–12) (B.W. Doucette & S.M. Fowler, 1994)

Audience: Teachers, students
Publisher: FOCUS Counseling & Consulting
Distributor: Irwin Publishing
ISBN: See components
Price: See components

This program provides for the development of social-emotional skills through a broad range of activities appropriate for groups or individual sessions. The skills promoted are: self-esteem, tolerance, communication, understanding quality, self-evaluation, conflict resolution, responsibility, collaboration, self-control and mediation.

Components:

Complete *FOCUS* kit	896203–086	$400
Facilitator's guide	896203–108	$ 18
Teaching charts	896203–124	$ 15

Click cards
Focus cards
Feelings cards
Quad cards
5 in 1 heads
Color Wheel game
M & M Bingo cards with calling cards
W.W.I.N. game
Fish cards
Grow As You Go staff development program

Harassment: What It Is and What to Do About It (1993)

Audience: Counsellors, students
Publisher: Supply & Services Canada
Distributor: Canadian Human Rights Commission
ISBN: 0–662–59731–1
Price: Free

This bilingual brochure provides information about harassment, the *Canadian Human Rights Act* and responsibilities in harassment complaints. It includes brief descriptions of harassment, employer responsibility and recourse available to employees subjected to harassment. This resource could be made available to students in the counsellor's office.

How to Have a Winning Job Interview (D.P. Bloch, 1995)

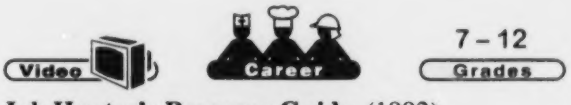
Audience: Counsellors, students
Publisher: NTC Publishing Group
Distributor: Copp Clark Longman
ISBN: 0–8442–8124–7
Price: $11

This 130é-page book covers the steps a prospective employee must take in order to be successful in a job interview. Suggestions are included for getting the interview, preparing for it physically and mentally, asking effective questions and answering questions successfully, and following-up after the interview. This resource could be used with individuals or as classroom coursework material.

How to Study in High School (J. Snider, 1983)

Audience: Counsellors, students
Publisher: Jamestown Publishers
Distributor: Fitzhenry & Whiteside
ISBN: 0–89061–353–2
Price: $8

This 64-page booklet provides practical advice on effective time management, general study techniques, studying for tests and techniques for taking tests. This resource may be helpful as a counsellor or student reference.



Job Hunter's Resource Guide (1992)

Audience: Counsellors, students
Producer: Bennu Productions
Distributor: Omega Films
Order No.: 9–0939
Price: $76

Information is provided about finding an employer, résumé writing, preparing for job interviews and getting through them successfully. This 30-minute video is recommended for use with students over 14.

Kids in Transition – Resources for Classroom-Based Mentoring Programs (D. Quinlan & P. Quinlan, 1995)

Audience: Counsellors, teachers
Publisher/Distributor:
Fitzhenry & Whiteside
ISBN: 1–55041–200–0
Price: $166

This loose-leaf resource binder provides reproducible pages for use with students who are struggling with the transition from childhood to adulthood. Aimed especially at easing the transition from junior high to high school, this package of classroom activities can be used to refine or augment mentoring or advisory programs.

Kidzone 6 Series (1995)

Audience: Counsellors, students
Producer: The Knowledge Network, B.C.
Distributor: T.H.A. Media Distributors
Price: $80 each

This video series interweaves issues that face high school students into story lines. Some of the issues are: the effect of advertising on self-esteem, alcohol and smoking consumption, safety, social skills and lifestyle choices. These videos could be used in high school coursework or for individual viewing.

Components:

Balancing Act (Theme: smart eating and balanced lifestyles)
Coming Home (Theme: children's rights to protection and care)
Smokescreen (Theme: smoking and self-esteem)
Sticky Situations (Theme: safety in the workplace)
Two Worlds (Theme: culturally based conflict resolution)
The Zone (Theme: alcohol and advertising)

Lean on Me: Peers Helping Peers (1993)

Audience: Counsellors, students
Publisher/Distributor: Sunburst Communications
ISBN: 0–7805–4136–7
Price: $189

This 30-minute video promotes the development of a peer support team in schools to assist students with conflict management, prejudice reduction and AIDS education. The accompanying teacher's guide provides information and tips for establishing a peer helping program, a HIV Fact Sheet, and discussion questions and suggested activities for use with the material. This resource could be used in small group counselling sessions, as classroom coursework material or for peer support training.

Learning about Ethics and Values (1989)

Audience: Counsellors, students
Publisher: AIMS Media
Distributor: Canadian Learning Co.
ISBN: 0–8068–8770–2
Price: $275

Schools can take an active role in helping students deal with unfavourable situations. The host of this video, Tom Selleck, encourages kids to govern themselves and make their schools safer by creating and enforcing their own codes of conduct. This 22-minute video could be used in classroom coursework or with small groups.

Learning for Success: Skills and Strategies for Canadian Students, 2nd Ed. (J. Fleet, F. Goodchild, & R. Zajchowski, 1994)

Audience: Counsellors, students
Publisher/Distributor: Harcourt Brace & Company, Canada
ISBN: 0–7747–3281–4
Price: $10

This 166-page binder examines individual learning strategies and methods of achieving academic success. Topics include: organization of time, stress management, learning and memory techniques, exam preparation, test-taking, writing essays and seminar presentations.

Managing Disagreement Constructively: Conflict Management in Organizations (1988)

Audience: Counsellors, students
Publisher: Crisp Publications
Distributor: Reid Publishing
ISBN: See components
Price: See components

In this kit, conflict is presented as a normal part of organizational production and as something that can be successfully managed. The student text includes an inventory for assessing individual styles of managing disagreement and information about alternative ways of reducing the stress associated with conflict. The leader's guide provides information for leaders and tips on leading discussions. These materials could supply information for high school coursework or peer support training.

Components:

Managing Disagreement Constructively workbook
(H.S. Kindler, 1988) ISBN 0-931961-41-6 $ 14

Conflict Management Video/book program
ISBN 1-56052-226-7 $495*

Leaders guide (Revised Edition) (M.K. Beeby, 1993)
Video (20 minutes)

*Price is for leaders guide and 5 copies of *Conflict Management* Video

Managing Personal Change: A Primer for Today's World (C.D. Scott & D.T. Jaffe, 1989)

Audience: Counsellors, students
Publisher: Crisp Publications
Distributor: Reid Publishing
ISBN: 0–931961–74–2
Price: $14

This 71-page book conveys the message that people can learn to cope with change. It provides advice on adapting to change in a productive, positive manner. Counsellors may find this information useful for assisting individuals who are dealing with career or personal issues.

Opportunities for You—Careers ...The Next Generation (1996)

Audience: Counsellors, students
Producer: Alberta Education
Distributor: ACCESS
Order No.: BPN 3789-01
Price: $25

This 15-minute video encourages students to explore career choices and begin training while in high school. It presents information on opportunities in the trades and technologies, and explains how enrolling in Career and Technology Studies (CTS) and the Registered Apprenticeship Program (RAP) can lead directly to a career after grade 12. Targeted to Grade 9 students, this video could be used by all junior and senior high students.

Please God, I'm Only 17 (1992)

Audience: Counsellors, students
Producer: Churchill Media
Distributor: Visual Education Centre
Order No: CMO 423
Price: $135

This 37-minute video tells the tragic story of a teenage boy who took unnecessary risks and was in a fatal accident. Youthful feelings of invincibility are addressed. This video could be used for high school coursework (driver education or CALM).

The Power of Choice Series (1990)

Audience: Counsellors, students
Producer: Live Wire Video Productions
Distributor: Canadian Learning Company
ISBN: See components
Price: See components

In this series of videos, Michael Pritchard, guidance counsellor and comedian, addresses the choices young people must make in their relationships and several other timely and pertinent issues. The focus is on positive decision-making that contributes to healthy self-esteem and on avoiding risky behaviour. These resources could be used for high school coursework or to supplement small group programs. They may also be useful to mature grade 8 students. Adolescent vernacular language is used in some instances.

Components:

The Power of Choice (Tape 1, 60-minute video; discussion guide) No. 5–2146 F-1 #36 $99

Acting on Your Values (Tape 2, 30-minute video; discussion guide) No. 5–2147 F-1 #97 $80

Self-Esteem (Tape 3, 30-minute video; discussion guide) No. 5–2148 F-1 #60 $80

Coping with Pressures (Tape 4, 30-minute video; discussion guide) No. 5–2149 F-1 #38 $80

Friendship and Dating (Tape 9, 30-minute video; discussion guide) No. 5–2154 F-1 #111 $80

Communicating with Parents (Tape 11, 30-minute video; discussion guide) No. 5–2156 F-1 #106 $80

Raising Your Parents (Tape 12, 30-minute video; discussion guide) No. 5–2157 F-1 #30 $80

Power Over Time: Student Success with Time Management (J. Fleet & D. Reaume, 1994)

Audience: Counsellors, students
Publisher/Distributor: Harcourt Brace & Company Canada
ISBN: 0-7747-3261-X
Price: $10

Time management is a crucial skill for students. This book uses text, inventories, cases studies and worksheets to teach self-assessment, action plans, motivation, concentration, overcoming procrastination and dealing with stress and crises.

Practice Interviewing I (1991)
Practice Interviewing II (1991)

Audience: Counsellors, students
Producer: Creative Educational Video (CEV)
Distributor: National TV Marketing (NTM)
Order No.: See components
Price: $80 each

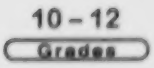
These two videos, which provide samples of interview questions, are designed to help prospective job-seekers prepare for employment interviews. Viewers are encouraged to practise answering questions, using a video recorder or standing in front of a mirror. The first video presents three kinds of interview questions: behavioral, factual and stress-related. The second video shows more than 50 questions being asked by corporate interviewers. Note: since interviewees and interviewers do not include a balanced number of females, Blacks, Asians and Aboriginals, other materials that portray more racial/ethnic and gender diversity should be used in combination with this resource.

Practice Interviewing I (videotape #196; 25-minutes) $80
Practice Interviewing II (videotape #195; 19-minutes) $80

Preparing for Your Interview (D. Berk, 1990)

Audience: Counsellors, students
Publisher: Crisp Publications
Distributor: Reid Publishing
ISBN: 1-56052-033-7
Price: *Preparing for Your Interview* (English book) $14
Passez avec susses l'entrien (French book) $19

This book outlines the specific areas dealt with in a job interview and provides tips on how to avoid common mistakes. Information is provided on the following topics: research, setting up an interview, recruiters, negotiating, body language, nepotism, personality and chemistry, and post-interview activities. This book can be ordered in English or French.

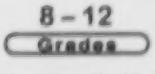


School Finder (1996)

Audience: Counsellors, students
Publisher: EDge Interactive Publishing
Distributor: School Finder
Price: $350

This CD-ROM and Internet site provide information on post-secondary education in Canada, at both colleges and universities. This multimedia resource is available for Macintosh or PC computers running Windows 3.1 or Windows 95. (WWW browser software is recommended.) Using the Internet, students can familiarize themselves with and communicate directly with campuses across the country.

Components:
- CD-ROM
- User's guide

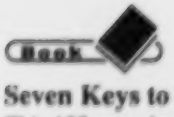


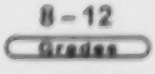
Self-Esteem Curriculum Module: Grades 9–12 (1990)

Audience: Counsellors, teachers, students
Publisher/Distributor: Sunburst Communications
ISBN: 0-7805-4016-6
Price: $849

Self-esteem issues that are important for this age group are dealt with, including peer pressure, self-esteem, communicating positively, coping with stress, conflict resolution and decision-making. These materials are recommended for classroom instruction, especially for grades 8 and 9.

Components:
- Student Videos:
  - *Be Your Best Self: Assertiveness Training*
  - *Building Self-Confidence*
  - *Communication: The Person-to-Person Skill*
  - *When Things Get Tough: Teens Cope with Crisis*
  - *Teen-Parent Conflict: Making Things Better*
  - *The Tough Decisions: How to Make Them*
- Teacher Video:
  - *Staff Development: Building Self-Esteem*
- Teacher's guide (170-pages in a binder)
- Activity sheets (40)
- Activity cards (24)
- Ungame cards (54)
- Role-play cards (32)
- Posters (4)
- How-to sheets (8)
- Carrying case





Seven Keys to Successful Study (P. Edwards, 1989)

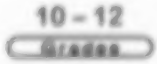
Audience: Counsellors, students
Publisher: The Australian Council for Educational Research
Distributor: Koala Books of Canada
ISBN: 0-86431-053-6
Price: $17

This 122-page book is directed to secondary students who require assistance with study skills. Graded exercises emphasize organization, reading and listening efficiently, adapting work rate, understanding graphics, making notes and recalling for study and exam purposes.

Sexual Harassment and How to Stop It (1995)

Audience: Counsellors, students
Producer: Quality Work Environments and Sunburst Communications
Distributor: Sunburst Communications
ISBN: 0-7805-4191-X
Price: $189

This 25-minute video shows students role-playing and discussing sexual harassment issues: sexual harassment versus flirting; the feelings of victims; and steps for dealing with unwelcome attention of a sexual nature. The teacher's guide includes additional information about inappropriate sexual behaviour, reporting harassment, questions for discussion and suggested related activities. This resource could be used with small guidance groups, for classroom coursework or in peer support training.



Slam Dunk Resumes That Score Everytime (S. Provenzano, 1994)

Audience: Counsellors, students
Publisher: NTC Publishing Group
Distributor: Copp Clark Longman
ISBN: 0-8442-8191-3
Price: $10

This 171-page book on *résumé* writing provides numerous examples of *résumés* reflecting a multiplicity of backgrounds and interest areas. This resource could be useful for individual or group career counselling or as a reference for high school course material.

Student Workshop: Resolving Conflicts: Grades 9-12 (1995)

Audience: Counsellors, students
Publisher/Distributor: Sunburst Communications
ISBN: 0-7805-4172-3
Price: $199

This kit takes students through the steps of the conflict resolution process and helps them to learn the necessary skills and strategies. Handouts and activities included in the teacher's guide provide practice in the skills, vocabulary and steps involved. This resource comes in a three-ring binder. This resource should be used with other materials that portray people with disabilities and Native people. This resource could be used with individuals or in small groups.

Components:
- Teacher's guide
- Video (24-minutes)

Study Skill Strategies: Accelerate Your Learning (Revised Ed.) (U. Lengefeld, 1994)

Audience: Counsellors, students
Publisher: Crisp Publications
Distributor: Reid Publishing
ISBN: 1-56052-260-7
Price: $14

This 90-page edition provides exercises, questions, tips and self-tests for the development of study skills. Suggestions are included on time management, note-taking, memory training, test-taking strategies, critical reading skills and study skills for mathematics. These strategies could be used by individuals or as a unit of classroom instruction.

Study Skills (M.M. Hosler, 1991)

Audience: Counsellors, students
Publisher: McGraw-Hill
Distributor: McGraw-Hill Ryerson
ISBN: See components
Price: See components

The student text-workbook supplies readings and application exercises that cover a variety of topics: note-taking, listening skills, reading, test preparation, report writing and oral presentations. The instructor's manual covers the text-workbook's chapters and provides project overviews, a series of objective tests and their keys. The three listening tapes consist of 10 lectures. These materials could be used for a workshop on the development of study skills.

Components:

Student text/workbook	007-030503-X	$34
Instructor's manual and key	007-030506-4	$10
Audiocassettes (3)	007-030505-6	$140

Survival Skills for Students: A Workbook of Learning Strategies (J.L. Walker, 1993)

Audience: Counsellors, students
Publisher/Distributor: Gage Educational Publishing Company
ISBN: 0-7715-5117-7
Price: $11

This workbook of strategies provides a step-by-step guide for learning how to study more effectively. The 75 pages of information, suggestions and cartoons include spaces for personal learning questions, checklists, strategies, goals, time records and plans.

7 – 12 Grades

Tackling That Test: Everything You Wanted to Know About Taking Tests and Exams (G. Withers, 1991)

This 126-page book provides test-taking tactics, examples and strategies for students and parents. This resource could be used for student reference, individual sessions or for planning study skills groups.

Audience: Parents, teachers, counsellors
Publisher: Australian Council for Educational Research
Distributor: Koala Books of Canada
ISBN: 0-86431-072-2
Price: $18

10 – 12 Grades

***Take Hold of Your Future* (2nd Ed.)** (J. Harris-Bowlsbey, J.D. Spivak, & R.S. Lisansky, 1991)

This resource explains job searching and the work world and emphasizes self-exploration in vocational and educational decision-making. The career planning guide which provides a model of vocational decision-making and activities necessary for making career decisions, could be used independently by individuals. The leader's manual, which includes the complete text of the career planning guide, could be used to plan workshops or courses.

Components:

Career planning guide (2nd Ed.) 1-56089-006-5 $32
Leader's manual (2nd Ed.) 1-56089-005-7 $42

Audience: Counsellors, students
Publisher: American College Testing Program
Distributor: Nelson Canada Library Division
ISBN: See components
Price: See components

10 – 12 Grades

Tapping into Your Creativity (1991)

This video identifies specific strategies for thinking and acting more creatively and describes prevalent blocks to creative thinking. Creativity affects a person's social/emotional growth, and his or her success in educational and career development. This resource is very versatile in its applications and could be helpful in gifted and talented programs.

Audience: Counsellors, students
Publisher: American Management Association
Distributor: National Book Service
ISBN: 1-56165-011-9
Price: $135

Team Problem Solving: Reaching Decisions Systematically (Revised Edition) (1994)

Audience: Counsellors, teachers, students
Publisher: Crisp Publications
Distributor: Reid Publishing
ISBN: See components
Price: See components

This kit presents a practical, six-step approach to problem resolution. The leader's guide includes basic information for leaders, course outlines and suggestions for discussion topics. These resources could serve as high school course material or be used in peer support training.

Components:

Team Problem Solving (Revised edition) (English text by S. Pokras, 1995)	1-56052-314-X	$ 13
Sachez resoudre les Problèmes (French version)		$ 19
Videobook program:	1-56052-283-6	$495
Leader's guide: Systematic Problem-Solving and Decision-Making (M.K. Beatty, 1994)		
Team Problem-Solving and Decision-Making (23-minute video)		

Teenagers: How to Get and Keep a Job (1985)

Audience: Counsellors, students
Producer: Alfred Higgins Productions
Distributor: Omega Films
Order No.: J-0063
Price: $332

Teenagers often do not know how to obtain employment and are sometimes fired from their jobs. This 22-minute video explores how to apply for a job, and promotes a positive work attitude and good customer relations. It could be used in small groups or in classroom coursework.

Test Taking Techniques: Learning to Learn (1994)

Audience: Counsellors, students
Publisher/Distributor: Curriculum Educational Activities
ISBN: 70-2932-939
Price: $275

Successful test-taking involves adequate preparation and a positive attitude toward evaluation. This 27-minute video provides advice for test-taking, steps for becoming test-wise and techniques for handling anxiety. Suitable for regular classroom coursework.

The Three of Us One Summer (1992)

Audience: Counsellors, students
Producer: EPPIC Productions
Distributor: T.H.A. Media Distributors
Price: $149

This 30-minute video deals with the topic of teenage suicide and its effects on the survivors. This resource could be used in group sessions dealing with grief or in CALM classes.

Torn Between Two Fathers (1989)

Audience: Counsellors, students
Publisher: Churchill Films
Distributor: Visual Education Centre
Order No.: CMO 399.VH
Price: $125

This 45-minute video explores custody disputes and the rights of a minor to decide where to live. A female high school student negotiates an agreement between her two families so that she can live where she chooses. Useful for classroom coursework dealing with changes and decision-making.

VGM Professional Resume Series: Resumes for the First-Time Job Hunter with Sample Cover Letters (1995)

Audience: Counsellors, students
Publisher: NTC Publishing
Distributor: Copp Clark Longman
ISBN: 0-8442-4387-6
Price: $15

This 151-page book of sample résumés and sample cover letters highlights the elements of a résumé that will get noticed by employers. This book could be used by individuals or as a resource for CALM.

Where the Jobs Are: Career Survival for Canadians in the New Global Economy (C. Campbell, 1994)

Audience: Counsellors, teachers, students
Publisher: Macfarlane, Walter & Ross
Distributor: Irwin Publishing
ISBN: 0-921912-69-2
Price: $18

Changing trends in the economy are summarized in this useful reference book for counsellors, teachers and students. Countries, industries and companies with the best prospects are identified. Use as background information for a career unit in the classroom or for individual career planning.

Working for Myself Series (T. Reiff, 1994)

Audience: Counsellors, students
Publisher: Lake Education
Distributor: Fitzhenry & Whiteside
ISBN: See components
Price: See components

This series of 10 easy-to-read books depicts 10 entrepreneurs who are successfully self-employed in small businesses. The curriculum guide provides a study unit for the series, including a summary of each book, comprehension questions and skill-building exercises. This series is especially useful for individuals who are learning English as a second language and/or have low levels of reading ability.

Components:

Working for Myself: Curriculum Guide with Reproducible Student Exercises (T. Reiff & J.W. Ditmars)	1–56103-911-X	$24
The Green Team	1–56103–906–3	$ 6
The Flower Man	1–56103–910–1	$ 6
Other People's Pets	1–56103–905–5	$ 6
Your Kids and Mine	1–56103–901–2	$ 6
Cooking for a Crowd	1–56103–908–X	$ 6
Beauty and the Business	1–56103–903–9	$ 6
Handy All Around	1–56103–907–1	$ 6
Clean as a Whistle	1–56103–909–8	$ 6
Crafting a Business	1–56103–904–7	$ 6
You Call; We Haul	1–56103–902–0	$ 6

Writing Effective Resumes: A Complete Guide (J.R. McCabe & M.L. McCabe, 1993)

Audience: Counsellors, students
Publisher: South-Western Publishing
Distributor: Nelson Canada
ISBN: See components
Price: See components

The student book consists of 102 perforated pages of explicit directions and examples designed to teach the purpose, contents, format, personalization and marketing of a résumé. The teacher's manual includes a pre-test, learning objectives and teaching suggestions, a post-test, test and exercise solutions, transparency masters, samples and a certificate of proficiency. This resource could be used as classroom coursework or in work experience programs.

Components:

Student text	0–538–61750–0	$14
Teacher's manual	0–538–61751–9	$ 6

Your Choice Series (1992)

Audience: Counsellors, students
Publisher: Thomas Nelson and Sons
Distributor: Nelson Canada
ISBN: See components
Price: $33 each

Making Active Learning Work describes the 12-book series, its aims, audience and contents, as well as the role of the teacher and guidelines for successful group-based work. Each book provides strategies and photocopy masters designed to raise personal awareness and lead to behavioural change. This series can be used to complement coursework and programs in schools or for individual sessions.

Components:

Making Active Learning Work: A Guide to a Personal Skills Course for Young People (S. McConnan)	0–17–438560–9
Boyfriends, Girlfriends: (S. McConnan)	0–17–438554–4
The Nature of Friendship: (S. McConnan)	0–17–438552–8
Self Esteem: (S. McConnan)	0–17–438555–2
The Skills of Friendship: (S. McConnan)	0–17–438553–6
Assertiveness: (S. McConnan)	0–17–438557–9
Conflict: (S. McConnan)	0–17–438559–5
Interpersonal Communication: (S. McConnan)	0–17–438558–7
Self Awareness: (S. McConnan)	0–17–438556–0
Stress: (S. McConnan & M. McConnon)	0–17–420247–4
Feelings: (S. McConnan & M. McConnon)	0–17–420246–6
Making Decisions: (S. McConnan & M. McConnon)	0–17–420248–2
Groups: (S. McConnan & M. McConnon)	0–17–420249–0

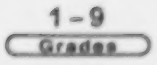
Other Learning Resources

Overview

The 25 resources in this section address three counselling domains and are in three formats:

Counselling Domains		Resource Formats	
	3		7
	5		9
	17		9
	25		25

Note: This section includes resources that are useful for all grades or for grade levels that extend through both elementary and secondary programs (for example Grades 5 – 8).



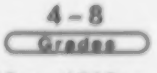
Bereavement Support Group Program for Children
(B. Haasl & J. Marnocha, 1990)

Audience: Counsellors, students
Publisher: Accelerated Development
Distributor: Copp Clark Longman
ISBN: See components
Price: See components

The leader manual provides a format for establishing and conducting a bereavement support program for children. Information is provided on all aspects of setting up a grief group as well as effective techniques and activities for this age group. Five sessions are outlined: death and grief, feelings and self-esteem, memories, funerals and coping. The participant workbook includes material for the five sessions and supplementary activities. This resource could be used with groups of elementary or junior high students.

Components:

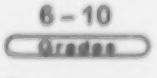
Leader manual	15595–9011–4	$14
Participant workbook	15595–9012–2	$ 8



Best Foot Forward: A Manners Video (1992)

Audience: Counsellors, students
Publisher/Distributor:
Sunburst Communications
ISBN: 0–7805–4070–0
Price: $149

This 20-minute video teaches appropriate behaviour in social situations such as making introductions, eating in a restaurant and refusing requests. The teacher's guide provides discussion questions, a manners quiz, a questionnaire and suggested related activities. This material could be used with classroom coursework.



Career Connections II Series (1994)

Audience: Counsellors, students
Publisher: Trifolium Books
Distributor: Weigl Educational Publishers
ISBN: See components
Price: $14 each

This series of six 48-page books explores a wide range of career possibilities, explaining career choices and career planning, and featuring profiles of individuals in specific jobs. These books could be used as resources for junior high research projects.

Components:

Great Careers for People Who Like to Work with Their Hands
(J. Czerneda) 1–895579–12–0

Great Careers for People Interested in Performing Arts
(G. Barlett) 1–895579–14–7

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Career Connections II Series (continued)

Great Careers for People Interested in Sports & Fitness
(L. Edwards) 1-895579-16-3
Great Careers for People Who Want to be Entrepreneurs
(J. Lang) 1-895579-20-1
Great Careers for People Who Like Working with People
(H. Mason) 1-895579-18-X
Great Careers for People Interested in Film, Video, & Photography
(D. Rising) 1-895579-22-8

Career Connections III Series (1996)

Audience: Counsellors, students
Publisher: Trifolium Books
Distributor: Weigl Educational Publishers
ISBN: See components
Price: $14 each

Colourful and easy-to-read books, continuing the *Career Connections II* series.

Components:

Great Careers for People Fascinated by Government & the Law
(A.M. Males) 1-895579-50-3
Great Careers for People Interested in Food
(H. Mason) 1-895579-47-3
Great Careers for People Interested in Art & Design
(G. Bartlett) 1-895579-48-1
Great Careers for People Interested in the Past
(V. Vincent) 1-895579-51-1
Great Careers for People Interested in Travel & Tourism
(D. Sharon & J.A. Sommers) 1-895579-49-X
Great Careers for People Interested in Communications Technology (J. Czerneda & V. Vincent)
1-8995579-74-0

Conflict Resolution: Curriculum Module: Grades 5–9 (1993)

Audience: Teachers, students
Publisher/Distributor:
Sunburst Communications
ISBN: 0-7805-4097-2
Price: $749

This kit focuses on the attitudes and skills involved in taking a problem-solving approach to interpersonal conflict. The videos demonstrate effective communication and conflict resolution techniques such as negotiation and mediation. This resource could be used for classroom training or for training mediation teams. Some users may object to name-calling used in the student dialogue.

Components:

Student videos:
- *Working It Out: Conflict Resolution*
- *Between You and Me: Learning to Communicate*
- *Me and My Parents: Working It Out*
- *When You're Mad! Mad! Mad! Dealing with Anger*
- *Student Workshop: Conflict Resolution Skills: Grades 5–9*

Teacher video:
- *Staff Development: Conflict Resolution: Grades 5–12*

Teacher's guide
Activity sheets (32 reproducible masters)
Activity cards (22)
Role-play cards (24)
Info sheets (12)
Image cards (5)
Posters (4)
Carrying case

Dewey D.'s Life Skills Series (1994)

Audience: Counsellors, students
Publisher: Syndistar
Distributor: Canadian Learning Co.
Order No.: See components
Price: See components

The three modules present issues of concern to adolescents in relation to decision-making, self-esteem and conflict resolution. For each module, there is a video and a section in the teacher's guide that presents objectives, scripts, tests, masters for activities, sample communications for parents, evaluation forms and sources of additional information. These resources may be used with small groups or as part of classroom coursework.

Components:

Dewey D.'s Life Skills Curriculum Module (teacher's guide) 2-5120 F-5 #1 $35

Dewey D.'s Forecast for Conflict Resolution (15-minute video & leader's guide) 2-5113 F-1 #1 $215

Dewey D.'s Formula for Good Decision Making (15-minute video & leader's guide) 2-5111 F-1 #1 $215

Dewey D.'s Lesson in Self-Esteem (15-minute video & leader's guide) 2-5112 F-1 #1 $215

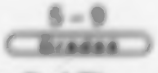
FOCUS: A Socio-Emotional Skills Development Program (Grades 4–7) (B.W. Doucette & S.M. Fowler 1994)

Audience: Teachers, students
Publisher: Focus Counselling and Consulting
Distributor: Irwin Publishing
ISBN: *See components*
Price: *See components*

This kit provides a broad range of activities aimed at specific grade levels. A variety of games and activities are used to promote self-esteem, tolerance, communication, understanding quality, self-evaluation, conflict resolution, responsibility, collaboration, self-control and mediation. These materials are appropriate for working with individuals or groups in the classroom.

Components:

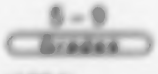
FOCUS kit	896203-000	$400
Facilitator's guide	896203-027	$ 18
Teaching charts	896203-043	$ 12
M & M Bingo cards with calling cards		
Click cards		*Focus cards*
Feelings cards		*5 in 1 heads*
Quad cards		*Fish cards*
Color Wheel game		*W.W.I.N. game*



Friendship: The Good Times ... The Bad Times (1990)

Audience: Counsellors, students
Producer/Distributor: Sunburst Communications
ISBN: 1-55912-6521-X
Price: $149

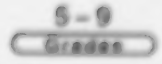
Changes in friendships are common during early adolescence. This 24-minute video presents vignettes and questions about loyalty and responsibility in friendships. The accompanying teacher's guide includes discussion questions, role-play guidelines and suggested activities. The material could be used for small group sessions, classroom discussion or peer support training. (This video is a component of the kit, Self-Esteem: Curriculum Module: Grades 5–9.)



How to Succeed in Middle School (1994)

Audience: Counsellors, students
Publisher/Distributor: Sunburst Communications
ISBN: 0-7805-4144-8
Price: $149

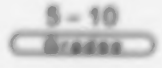
This 22-minute video dramatizes typical problems that students encounter as they adjust to junior high school. It provides practical suggestions for time management, meeting teacher expectations, using school resources and balancing schoolwork and extracurricular activities. The teacher's guide includes discussion questions, role-play guidelines, suggested activities and a self-management checklist. These materials could be used in classrooms to prepare students for the transition to junior high or middle school. (It is a component of the kit, Succeeding in Middle School: Curriculum Module.)



Say No and Keep Your Friends (1995)

Audience: Counsellors, students
Producer/Distributor:
Sunburst Communications
ISBN: 0-7805-4167-7
Price: $169

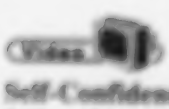
In this 25-minute video, a diverse group of students discusses the problems involved in saying no to friends in certain situations. Under the guidance of a camp counsellor, they begin to understand that young people can stand up for themselves and still retain their friends. The teacher's guide provides questions for discussion, activities and three handout sheets. This resource could be used with small discussion groups or as classroom coursework material.

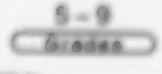


S.E.A.L.S. + Plus: Self-Esteem and Life Skills (K.L. Korb-Khalsa, S.D. Azok, & E.A. Leutenberg, 1992)

Audience: Counsellors, teachers, students
Publisher: Wellness Reproductions
Distributor: Gage Educational Publishing
ISBN: 0-9622022-3-1
Price: $65

This coil-bound book addresses 15 topics of concern to young people today: anger management, assertion, communication skills, coping skills, emotion identification, goal setting, health awareness, money and time management, problem solving, risk taking, self-awareness, stress management, support systems and values clarification. The book includes 75 pages of reproducible handouts for teachers or counsellors to use with groups ranging from upper elementary to high school grades.





Self-Confidence: Step-by-Step (1994)

Audience: Counsellors, students
Publisher/Distributor:
Sunburst Communications
ISBN: 1-7805-4151-7
Price: $149

Self-confidence is built when one success leads to another. This 21-minute video illustrates that a good self-image is internalized when people take constructive risks and develop competency. The teacher's guide contains questions for discussion, seven activity worksheets and additional suggestions for classroom activities. This resource is especially useful for Grades 6-8 (classroom coursework or small group activities). (It is a component of the kit, *Succeeding in Middle School: Grades 5-9: Curriculum Module.*)

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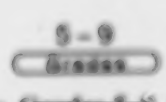


Self-Esteem: Curriculum Module: Grades 5–8 (1991)

Audience: Counsellors, teachers, students
Publisher/Distributor: Sunburst Communications
ISBN: 0-7805-4032-8
Price: $749

This kit addresses self-esteem issues that are important to this age group: liking oneself, changing friendships, communicating positively, standing up for oneself, handling failure and decision-making. These materials are recommended for classroom instruction, especially for grades 6, 7, and 8.

Components:

Student Video:

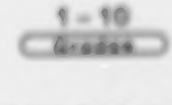
I Like Being Me: Self-Esteem (24 minutes)
Friendship: The Good Times ... The Bad Times (24 minutes)
Between You and Me: Learning to Communicate (34 minutes)
You Can Say No: Here's How (28 minutes)
I Blew It! Learning from Failure (22 minutes)
Yes? No? Maybe? Decision-Making Skills (24 minutes)

Teacher video:

Staff Development: Building Self-Esteem (26 minutes)

Teacher's guide (175 pages in a binder)

Activity sheets (40)
Activity cards (24)
Role-play cards (32)
How-to sheets (8)
Unigame cards (54)
Posters (4)
Carrying case



Stop Think Do Series (1992)

Audience: Parents, teachers, counsellors
Publisher: Australian Council for Educational Research
Distributor: Kinds Books of Canada
ISBN: See components
Price: See components

In this series, a broad-based approach is taken to developing healthy social skills and successful learning among children and adolescents, with concurrent training of parents and teachers. There are two manuals, each of which comes with six posters and a how-to-do-it book for parents. The *Stop Think Do Parenting* book is a practical guide for parents designed to improve their parenting skills and their children's social skills by controlling impulsive reactions and handling situations better. The *Teachers' Manual* contains practical, classroom-based ideas. A second manual is aimed at parent educator therapists, teachers, counsellors, psychologists or others involved in the social development of children. Four programs are described: a social skills training program for children aged 7–12, one for young adolescents (ages 13–15), one for parents and one for teacher training.

Components:

Stop Think Do Parenting: An Excellent How-to-Do-It Book for all Parents (L. Petersen) 0-86431-131-1 $19
Teacher's Manual for Training Social Skills While Managing Student Behaviour (L. Petersen, & A.F. Gammon) (with posters) 0-86431-117-6 $77

Manual for Social Skills Training in Young People with Parent and Teacher Programmes (L. Peterson, & A.E. Gammon) (with posters)
0-88431-116-8 $72

Stop Think Do posters (6) $35

Strength Cards (1992)

This set of 48 laminated cards is designed to help people solve problems by identifying and getting in touch with their individual strengths. Each card illustrates a positive quality that can be used to overcome problems or improve self-esteem. This set can be used with various age, language and ability groups in a variety of ways, some of which are outlined in the accompanying booklet.

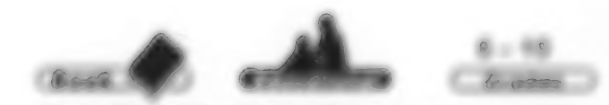
Audience: Counsellors, students
Publisher: St. Luke's Family Unit
Distributor: Koala Books of Canada
Catalogue No.: 9900D
Price: $40

Student Workshops: Conflict Resolution Skills: Grades 5-9 (1994)

This kit helps students develop the six basic skills of conflict resolution: obtaining facts, active listening, body language, voice tone, "I" messages and brainstorming. Additional materials should be used in working people with disabilities. This resource could be used in classroom coursework or for counselling presentations.

Components:
- Student Workshop: Solving Conflicts (19 minute video)
- Student handouts (30)
- Teacher's guide (in a 1-ring binder)

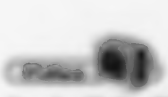
Audience: Counsellors, students
Publisher/Distributor:
Southern Communications
ISBN: 0-7805-0116-1
Price: $199



Study Skills Handbook, The (J. Ansberg, 1995)

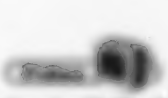
This handbook provides hints and activities related to time management, memory, reading textbooks, listening, note-taking and test-taking. It could be used as an instructional aid or with individuals or groups requiring assistance.

Audience: Counsellors, students
Publisher: Scott, Foresman (Canada)
Distributor: Harper Collins Canada
ISBN: 1-671-56998-9
Price: $10



Study Skills Plus Attitude: The Winning Combination (1989)

Part of this 15-minute video deals with individual study styles and the value of self-management techniques; another part explains how to achieve good grades. The teacher's guide includes discussion questions, handout sheets and suggested activities.



Study Skills Series (1984-1989)

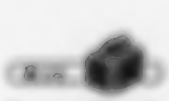
This series of eight videos provides information on specific study skills: building vocabulary, studying, preventing study, taking notes, organization, systematic reading, creating a report and test anxieties. These materials would be useful for classroom coursework.

Components:

Study Skills: Choosing Better Words (30-minute video) [-4874]
Study Skills: Getting the Most Results (30-minute video) [-4875]
Study Skills: Giving an Oral Report (19-minute video) [-4112]
Study Skills: Note-Taking and Outlining (17-minute video) [-4876]
Study Skills: Organize It (17-minute video) [-4877]
Study Skills: Reading for Information (17-minute video) [-4878]
Study Skills: Revision-Key and Writing a Report (19-minute video) [-4879]
Study Skills: Take Your Time (18-minute video) [-4880]

Study Skills Workbook (S.C. Burchfiel & S.S. Lisanbardi, 1988)

This resource for students and teachers provides specific strategies and exercises for improving study skills and overall performance. It contains information about learning styles, establishing conditions for study, goal setting, active learning, effective note-taking, memorizing methods and test-taking. These lessons can be integrated into learning activities in the classroom.



Succeeding in Middle School: Grades 5-8: Curriculum Module (1995)

Audience: Teachers, students
Publisher/Distributor:
Audience Characteristics:
ISBN: # Item: xx-xx-x
Price: $###

This kit provides strategies that students can use to achieve academically and socially, and addresses the special challenges of the middle school grades. This kit could be used with staff members, families, small groups, individuals or whole classes.

Components:

Student videos:

- *Self Confidence: Step By Step*
- *How to Succeed in Middle School*
- *Go, Go, Goals!: How to Get There*
- *Study Skills plus Attitude*
- *Don't Pick on Me*
- *I Blew It! Learning from Failure*
- *Stress and You*

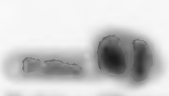
Teacher videos:

- *Staff Development: Building Student Success: Grades 5-8*
- *Staff Development: Building Self-Esteem*

Teacher's guide (in binder)

Activity sheets (##)	Activity cards (##)
Role play cards (##)	Info sheets (##)
Family activities (##)	Posters (##)

Carrying case



Talking Cartoons: Teens and Risk (1994)

Audience: Counselors, students
Publisher/Distributor:
Audience Characteristics:
ISBN: # Item: xx-xx-x
Price: $###

In this 27 minute video cartoon scenarios depict the characteristic risk taking behaviors of adolescents. Students learn strategies for deciding if a risk is positive or negative and if it is worth taking. The teacher's guide provides discussion questions and suggested related activities. This material could be used as coursework in the classroom or with small or groups, including families.

What Do You Want to Do When You Grow Up? (Episodes 1-4) (1995)

Four videos (each 9 minutes long) depict specific occupations while connecting early interests and identifying training that can begin at a young age. This resource could be used in a career fair or in a classroom, but is more appropriate for upper elementary or junior high grades.

Components: Four videos, each with teacher's guide

Cartoon animator	#[illegible]
Graphic artist	#[illegible]
Architect	#[illegible]
Sports chef	#[illegible]
Food distributor	#[illegible]
Inventor	#[illegible]
Photographer	#[illegible]
Collector	#[illegible]
Franchise Owner	#[illegible]

Who I Am and Who I Want to Be (E.R. Churchill & L.A. Churchill, 1992)

This self-directing book (34 pages) encourages students to examine issues concerning themselves and their relationships, and helps them find ways to enhance their self-image and set personal goals. It may be used with individuals or with groups of pre-teens or teens.

What's the Image Like Without Sterling (J. Hutchison, 1989)

This kit uses interactive props to teach acceptable and constructive ways of managing frustrations and anger. Kit outlines/scripts (or photographs) and teacher's guide are available. The guide includes words to the songs and suggestions for skit-building activities.

Professional Resources

Overview

The 26 resources in this section address three counselling domains and are in three formats:

Counselling Domains			Resource formats		
	–	2		–	21
	–	3		–	3
	–	19		–	2
All domains	–	2			
		26			26

Note: This section includes resources that provide background information on program administration and staff development.

After a Suicide (1994)

This video provides suggestions for supporting those who are coping with the suicide of someone close to them. It should be used with other materials or resource people, and is not intended for student viewing.

Audience: Counsellors
Publisher: Filmmakers Library
Distributor: McNabb & Connelly/Weston Woods
ISBN: 0-7805-4152-9
Price: $225

Career Equity for Youth: Career Counselling with Diverse Populations (1993)

This kit provides useful information for counsellors who are helping racial and ethnic minorities in Canada to gain career and educational equity. It is intended as an awareness vehicle for staff, not classroom usage.

Components:

See Me True (16-minute video; guidebook)	0-7713-0439-0	$55
Making It Happen (User's guide)	0-7713-0440-4	$10
Making Diversity Work (Training manual)	0-7713-0441-2	$35
A Literature Review & Search for Strategies	0-7713-0442-0	$18

Audience: Counsellors
Publisher/Distributor: Guidance Centre, OISE
ISBN: See components
Price: See components

Choosing Options and Accommodations for Children (M.F. Giangreco, C.T. Cloninger, V.S. Iverson, 1993)

This manual describes an assessment and planning process for the inclusion of students with disabilities. It includes master forms and examples, and other information needed in the development of individual educational plans or behavioural program plans.

Audience: Counsellors
Publisher: Paul H. Brookes Publishing
Distributor: Copp Clark Longman
ISBN: 15576-6103-3
Price: $35

Class Discussions for Teachers and Counsellors in Elementary School (2nd Ed.) (J.A.B. Allan & J. Nairne, 1993)

This 144-page book presents over 50 discussion formats to use with children who are dealing with peer pressure, fear, multiculturalism, divorce, adolescence, money, vandalism, being different and other similar issues. The approach is based on the Egan model, which consists of exploration, understanding and action. The authors add two other steps: introduction and termination.

Audience: Counsellors, teachers
Publisher/Distributor: Guidance Centre, OISE
ISBN: 0-7713-0436-6
Price: $9

Coping with Junior High Guidance — A Resource Book for Teachers and Counsellors (M. Urquhart, 1985)

This 180-page book provides background on a comprehensive and developmental guidance program for junior high. It features lesson plans for teaching school survival skills, self-awareness and interpersonal relationships.

Audience: Counsellors, students
Publisher/Distributor:
Guidance Centre, OISE
ISBN: 0-7713-0177-4
Price: N/A

Enhancing Self Esteem (2nd Ed.)
(D. Frey & C.J. Carlock, 1989)

This book provides a comprehensive discussion of self-esteem. It presents practical ideas and activities helping others develop positive self-regard. It may be useful for various age groups, and could be used as a resource for high school coursework or peer support training.

Audience: Counsellors
Publisher: Taylor Francis Group
Distributor: Copp Clark Longman
ISBN: 15595-9004-1
Price: $33

Freedom from Violence Series (N. B. Morgan, 1993)

In these four videos experts demonstrate techniques for: recognizing and managing anger, resolving conflict, and avoiding gang membership. This teaching resource which provides strategies for helping young people avoid violence, could be used to help staff develop a positive school climate.

Components:
- Workshop manual
- Videos:
  - *Resolving Conflict Peacefully* (#1; 26 minutes)
  - *Taking the Lid Off Anger* (#2; 28 minutes)
  - *The Gang Alternative* (#3; 28 minutes)
  - *Safe School, Safe Environment* (#4; 26 minutes)

Audience: Counsellors, staff
Publisher: Universal Dimensions
Distributor: New Vision Media
Price: $975

Good Grief: Exploring Feelings, Loss and Death with Under Elevens: A Holistic Approach (2nd Ed.) (B. Ward and Associates, 1995)

Audience: Counsellors
Publisher: Jessica Kingsley Publishing
Distributor: Gage Educational Publishing
ISBN: 1-85302-324-8
Price: $66

This 262-page book combines theory about bereavement with practical activities for children who are grieving. It deals with teaching children under the age of 12 how to cope with loss and change in their lives, including the death of a family member or a pet, parental separation or divorce and surviving a natural disaster. Some of the activities and exercises may be potentially sensitive; the terms used to refer to disabilities must be replaced with those currently considered appropriate in Alberta schools.

Grief in Children: A Handbook for Adults (A. Dyregrov, 1995)

Audience: Counsellors
Publisher: Jessica Kingsley Publishing
Distributor: Gage Educational Publishing
ISBN: 1-85302-113-X
Price: $25

Children's understanding of death and their reactions to it depend on their developmental level, the type of death, and their relationship with the deceased. This 119-page book outlines how these differences have implications for caregivers and describes effective methods of helping bereaved children. A good reference for a professional library.

Group Counseling for School Counselors: A Practical Guide (G. Brigman & B. Earley, 1991)

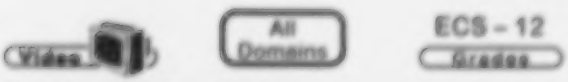
Audience: Counsellors
Publisher: J. Weston Walch
Distributor: Artel Educational Resources
ISBN: 0-8251-1765-2
Price: $26

This guidebook describes the skills, techniques and process of group counselling, with a focus on topics that are important to young people. Session outlines are given for general topics (friendship, self-concept and handling conflict) and special concerns (a loss, at-risk youth, pregnancy and divorce). Many reproducibles, such as form letters and activity sheets, are included.

Group Work with Children and Adolescents, A Handbook (K.N. Dwivedi and R. Skynner, 1993)

This book discusses all aspects of group counselling and presents strategies and ideas for dealing with bereaved children, encropresis, perpetrators and victims of sexual abuse, young offenders and racial identity.

Audience: Counsellors
Publisher: Jessica Kingsley Publishing
Distributor: Gage Educational Publishing
ISBN: 1-85302-157-1
Price: $48



Guidance Matters (1996)

This 12-minute video explains and promotes the important work of guidance counsellors. Students' comments endorse the usefulness of guidance and counselling services in Alberta schools. This video could be used at parent nights, for presentations to administration or during career fairs.

Audience: Counsellors, parents, students
Available from: Linda Mason Central Memorial High School, Calgary
Price: $10 plus shipping

Harassment Casebook: Summaries of Selected Harassment Cases (Canadian Human Rights Commission, 1993)

This bilingual book uses examples of harassment complaints to explain the rights and obligations of Canadians. It provides information about the decisions of the Human Rights Tribunal, Supreme Court and the Board of Inquiry on specific cases.

Audience: Counsellors
Publisher: Supply & Services Canada
Distributor: Canadian Human Rights Commission
ISBN: 0-662-59951-5
Price: Free

Improving Parent–Adolescent Relationships: Learning Activities for Parents and Adolescents (D.J. Burnett, 1992)

Audience: Counsellors, students
Publisher: Taylor Francis Group
Distributor: Copp Clark Longman
ISBN: See components
Price: See components

This book suggest activities for use with groups of parents and adolescents under the leadership of a counsellor, social worker or psychologist. The activities encourage interaction between parents and their children in order to support improved communications, more accurate perceptions and positive behaviour changes. This resource may be useful for workshops.

Components:

Leader's manual	1-55959-034-3 $16
Participant workbook	1-55959-035-1 $14

Interventions with Bereaved Children (S.C. Smith & M. Pennells, 1995)

Audience: Counsellors
Publisher: Jessica Kingsley Publishing
Distributor: Gage Educational Publishing
ISBN: 1-85302-285-1
Price: $41

This book of articles by professionals in psychology, social work, education and play therapy may be used to plan bereavement programs for individuals, families, groups or specific client groups.

Listen to me, Listen to you: Interpersonal Skills Training Manual

Listen to me, Listen to you: Interpersonal Skills Masters (A. Kotzman, 1995)

Audience: Counsellors, teachers
Publisher: The Australian Council for Educational Research
Distributor: Koala Books of Canada
ISBN: See components
Price: See components

This resource is a guide for teaching listening, assertiveness and self-esteem to groups of youths or adults.

Manual	0-86431-167-2 $22
Masters	0-86431-168-0 $17

Managing Anger: Methods for a Happier and Healthier Life (R.R. Lohn, 1992)

This 111-page teacher resource provides advice on assessing the causes and effects of anger and on converting anger into positive energy. Since it contains some cultural stereotypes, this book should not be used in the classroom. Available in French, as Maîtrisez la Colère, for $19.

Audience: Counsellors
Publisher: Crisp Publications
Distributor: Reid Publishing
ISBN: 1-56052-114-7
Price: $14

Safran Student's Interest Inventory, 3rd Edition (C. Safran, 1985)

This Canadian inventory measures students' occupational and educational interests. Level 1 is for grades 5–9 and Level 2 is for grades 9–12. The occupational areas covered are: economics, technical, outdoors, service, humane, artistic and scientific. Also included is a self-rating chart of abilities in academic, mechanical, social and clerical areas.

Components:

Counsellor's manual	0-17-601995-3	$25
Student's booklets, Level 1 (pkg. 25)	0-17-601992-8	$45
Student's booklets, Level 2 (pkg. 25)	0-17-601993-6	$45

Audience: Counsellors, students
Publisher/Distributor: Nelson Canada
ISBN: See components
Price: See components

School Crisis Survival Guide — Management Techniques and Materials for Counselors and Administrators (S. Petersen & R.L. Straub, 1992)

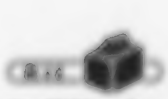
This reference book provides advice for school staff about overcoming crises such as personal losses, tragic accidents, terminal illness, suicide, violence and natural disasters. The book contains reproducible activity sheets, forms and checklists (on setting up plans, dealing with the media and using community resources).

Audience: Counsellors
Publisher: The Center for Applied Research in Education
Distributor: Prentice Hall Canada
ISBN: 0-87628-806-9
Price: $39

Speaking for Success: The Canadian Guide (A. Lieb, 1993)

This oral communications guide discusses the components of individual and group presentations, as well as two common areas of concern: speech anxiety and visual aids.

Audience: Counsellors, students
Publisher/Distributor: Harcourt Brace & Company Canada
ISBN: 0-7747-3211-3
Price: $30



Staff Development: Working with Hostile and Resistant Teens (1993)

This kit for teachers and counsellors of Grades 5–12 is designed to be used in an inservice workshop. The focus is on anger management strategies that are effective with adolescents in a school setting.

Components:
Videos:
- *Staff Development: Working with Hostile Teens* (46 minutes)
- *Staff Development: Working with Resistant Teens* (45 minutes)

Teacher's guide

Audience: Counsellors, teachers
Publisher/Distributor: Sunburst Communications
ISBN: 0-7805-4161-3
Price: $199

Students Resolving Conflict: Peer Mediation in Schools (R. Cohen, 1995)

This reference provides guidance on planning, implementing, and overseeing a peer mediation program. It deals with resolving interpersonal conflicts and changing disputes into opportunities for learning. This material could be used for peer support training, but it may be useful for all staff who are involved in management and student discipline.

Audience: Counsellors
Publisher: Scott Foresman and Co.
Distributor: Doubleday Canada
ISBN: 0-673-36096-2
Price: $30

Book | Parent Book | 7 – 12 Grades

Substance Use among Children and Adolescents: Its Nature, Extent, and Effects from Conception to Adulthood (A.M. Pagliaro & L.A. Pagliaro, 1996)

Auditors: Counsellors
Publisher: John Wiley & Sons
Distributor: University of Alberta Extension Bookstore
ISBN: 0-471-58642-7
Price: $75

This new book presents a comprehensive picture of substance exposure trends among young people and the prevention and treatment of substance abuse. The book notes that substance abuse has an impact on learning and memory, accidents and violence and substance related crime. Counsellors may be particularly interested in the appendices, which list the generic, trade, and common names of substances of abuse and provide a directory of major treatment centres, including Alberta locations.

Book | All Elementary | ECS – 7 Grades

A Survival Guide for the Elementary/Middle School Counsellor (J.J. Schmidt, 1991)

Auditors: Counsellors
Publisher: The Center for Applied Research in Education
Distributor: Prentice Hall Canada
ISBN: 0-87628-801-8
Price: $37

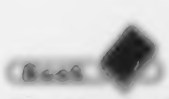
This guidebook provides practical advice for beginning counsellors. It explains how to build a comprehensive program and supply essential services and includes specific procedures for: aligning the counselling program with the curriculum, crisis intervention, working with special populations, providing parent support and improving staff relationships.

Book | Parent Book | ECS – 12 Grades

A Teacher's Guide to Cooperative Discipline: How to Manage Your Classroom and Promote Self-Esteem (L. Albert, 1989)

Auditors: Counsellors, teachers, parents
Publisher: American Guidance Service
Distributor: Psyrec
ISBN: 0-88671-362-5
Price: $36

This handbook promotes a positive approach to classroom discipline based on mutual respect. It suggests intervention techniques and strategies for dealing with negative behaviours in constructive ways.



Teaching for Better Thinking: The Classroom Community of Inquiry (L.J. Splitter & A.M. Sharp, 1995)

This book states that philosophical thought is an essential ingredient of the school curriculum for all age groups. The authors advocate the transformation of the classroom into a community of inquiry, where the students are taught to think reflectively and reasonably. Examples and explanations are provided.

Audience: Counsellors, teachers
Publisher: The Australian Council for Educational Research
Distributor: Books Books of Canada
ISBN: 0-86431-141-9
Price: $38

List of Distributors

ACCESS the Education Station
17320 - 56 Avenue
Edmonton, AB T6M 2N4
Phone: (403) 440-
Toll-free: 1-800-
FAX: (403) 440-

Artel Educational Resources Ltd.
9328 Kingsway
Burnaby, BC V3M 2G2
Phone: (604) 435-
Toll-free: 1-800-
FAX: (604) 435-

Canadian Human Rights Commission
300-10010 - 106 Street
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FAX: (403) 495-

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FAX: (416) 477-

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Agincourt, ON M1S 3C7
Phone: (416) 293-
FAX: (416) 293-

Glenrose Rehabilitation Hospital
10230 - 111 Avenue
Edmonton, AB T5G 0B7
Phone: 471-
FAX: (403) 471-

Guidance Centre
(OISE (Ontario Institute for Education))
712 Gordon Baker Road
Toronto, ON M2H 3R7
Phone: (416) 492-
Toll-free: 1-800-
FAX: (416) 492-

Harcourt Brace & Company, Canada Inc.
55 Horner Avenue
Toronto, ON M8Z
Phone: (416) 255-
FAX: (416) 255-

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